

CITY OF BURBANK

COMMUNICATIONS TECHNICIAN AIDE

DEFINITION

Under supervision, to assemble, install, modify, repair, service and maintain radio, audio-video, security equipment, access control equipment and electronic communication equipment; to do related work as required.

ESSENTIAL FUNCTIONS

To assist in the installation, maintenance, testing, adjustment and repair of radio transmitters and receivers, telephones, paging systems, tape recorders, video-cameras, access control equipment, ACD's (Automatic Call Distributor), IVR's (Interactive Voice Response), cellular phones and voice mail systems; and to drive a City vehicle as required.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - tools, equipment, principles, practices and methods of installing electronic communications equipment, automated telephone systems and electrical and electronic equipment; repair and operation of video systems, telephone equipment and radio equipment.
- Ability to – troubleshoot problems in radio equipment, telephone systems, related equipment and video systems; use a personal computer; keep records; effectively communicate, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: One year of recent experience installing, maintaining and repairing telephone, radio and video equipment, including one year of recent experience working on 120/240 AC volt electrical circuits.

Special Conditions & Requirements: Color Vision: Keen color perception.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment and must acquire a FCC General Radio Operator's License within one year of hire.

SUPPLEMENTAL INFORMATION

None.